L. INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERERS

L.1 PROPOSAL COMPOSITION

1. Proposals shall be submitted in two (2) separate volumes: Technical Proposal and Price Proposal. The two volumes must conform to Section L.2. INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL, Section L.3. INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL and Section L.5 PROPOSAL DELIVERY INSTRUCTIONS.

2. The Technical Proposal and the Price Proposal volumes of each shall be submitted electronically, via email, to troy.dorsey@aoc.gov and lily.najera@aoc.gov. File size is limited to 10 MB. Submissions exceeding 10 MB must be broken into separate files less than 10 MB each, labeled 1-of-n, and emailed separately. Volumes shall be organized in the following manner:

	Factor	Title	Page Limit (Not to Exceed)
Volume 1 Technical Proposal	NA	Introductory Letter	NA
	1	Basic Services – Technical Approach	40
		Subfactor 1 – Facilities Management	
		Subfactor 2 – Operations & Maintenance	
		Subfactor 3 – Landscaping, Grounds and Plant Maintenance	
	2	Organization, Staffing, Key Personnel and Subcontractor Management	15
		Subfactor 1 – Project Organization and Staffing Plan	
		Subfactor 2 – Key Personnel Resumes	
		Subfactor 3 – Subcontractor Management Plan	
	3	Reimbursable Services – Technical Approach	10
		Subfactor 1 – Snow Removal	
		Subfactor 2 – Projects/Reimbursable Work Efforts	
	4	Corporate Resources/Management Experience	10
		Subfactor 1 – Similar Project Experience	
		Subfactor 2 – Support Infrastructure	
	5	Past Performance	NA – to be provided directly from past performance references

	Item	Description
Volume 1I Price Proposal	1	Introductory Letter to include any Pricing Assumptions or Exceptions and statement acknowledging the proposed prices for the base year reflect the pricing in the Collective Bargaining Agreement (Section J.23) per FAR 52.222-41.
	2	SOLICITATION, OFFER, AND AWARD SF-33 (with blocks 12 through 18 completed entirely)
		SOLICITATION AMENDMENTS (if any) signed SF-30
		Schedule B
		SF33 form: Firm Fixed Price line items: 001, 002, 006, 010, 014, and 018. *Note: The Offeror shall note complete the remaining line items, the reimbursable services, on the SF33.*
	3	Section J.22 Pricing Spreadsheet
	4	Section K, REPRESENTATIONS AND CERTIFICATIONS

	5	CERTIFICATE OF LIABILITY INSURANCE

Proposals are to be formatted for single sided, single spaced pages, using standard 8 ½" x 11" size paper with a minimum of 1" margins. Pages are to be numbered consecutively. Font size shall be Times New Roman or Calibri with a minimum of 12-point size for text and 10-point size for tables and graphics.

Any content exceeding allowable page count for a factor as shown in above chart will not be evaluated.

The proposal must not merely repeat the solicitation and request for proposal (RFP) requirements, but rather must provide convincing documentary evidence in support of conclusive statements of how contract requirements will be met. There shall be no consideration of information incorporated by reference or by reiteration of the RFP.

3. Each Offeror may submit more than one (1) proposal; however, each proposal shall be configured as described above, shall be considered on its own merits as to the completeness of submission and shall not share required documentation, bonding, or other requirements of submission with any other proposal submitted by the same Offeror.

L.2 INSTRUCTIONS FOR PREPARING THE TECHNICAL PROPOSAL

L.2.1 PROPOSAL ORGANIZATION

The Technical Proposal shall be organized in accordance with the following format to facilitate evaluation by the Government:

<u>Introductory Letter to include the following:</u>

- RFP Number & Title;
- Name and address of Offeror;
- Dun & Bradstreet number (DUNS Number) & cage code;
- NAICS;
- Name, telephone number & e-mail address of Offeror's main point-of-contact;
- Date of submission;
- Name, title and signature of authorized representative;
- The Offeror shall identify and explain any exceptions or deviations taken or conditional assumptions made with respect to the technical requirements of the solicitation. All technical factor assumptions to the RFP and SOW shall be identified in this letter. All pricing assumptions or exceptions shall be identified in Volume II. Exceptions identified in other areas of the proposal will not be considered.

<u>Factor 1 – Basic Services - Technical Approach</u>

Subfactor 1 – Facilities Management
Subfactor 2 – Operations and Maintenance
Subfactor 3 – Landscaping, Grounds and Plant Maintenance

<u>Factor 2 – Organization, Staffing, Key Personnel & Subcontractor Management</u>

Subfactor 1 – Project Organization and Staffing Plan
Subfactor 2 – Key Personnel Resumes

Subfactor 3 – Subcontractor Management Plan

Factor 3 – Reimbursable Services - Technical Approach
Subfactor 1 – Snow Removal
Subfactor 2 – Projects/Reimbursable Work Efforts

Factor 4 – Corporate Resources/Management Experience
Subfactor 1 – Similar Project Experience
Subfactor 2 – Support Infrastructure

Factor 5 – Past Performance

L.2.2 FACTORS AND SUBFACTORS

L.2.2.1. FACTOR 1 – BASIC SERVICES - TECHNICAL APPROACH

The Offeror shall provide a narrative which discusses the processes it shall use in the implementation of the Basic Services requirements of this project. The narrative shall include specific tasks and any other items the firm deems critical to its technical approach as it relates to each performance requirement. The technical approach shall demonstrate an understanding of the range of work and describe at a minimum the general processes the firm will use to accomplish the tasks identified in the scope of work, including which tasks will be accomplished by subcontractors. The proposal shall address at a minimum each of the following performance requirements:

1. Subfactor 1 - Facilities Management (Specifically Sections C.8, C.9, C.11, C.12, C.13 & C.38): The Offeror shall explain how its team will perform facilities management for a facility of the size, scope, and complexity of the Packard Campus to include 24 hours/7 days a week/365 days per year for facility maintenance, operations, and repair as well as emergency operations, regulatory reporting, quality control, metrics and measurements, and a continuous improvement process.

2. Subfactor 2 - Operations and Maintenance (Specifically Sections C.21, C.22, C.23, C.24, C.32, C.33, C.38.19, & C.39): The Offeror shall explain how its team will perform operations and maintenance for a facility of the size, scope, and complexity of the Packard Campus to include preventative, predictive and corrective maintenance; service calls; building systems operations, monitoring and controlling to maintain critical environmental conditions; testing requirements for pressure vessels and all fire/life safety systems; indoor air quality; and operation of the waterworks.

3. Subfactor 3 - Landscaping, Grounds and Plant Maintenance (Section C.52): The offeror shall explain how its team will perform landscaping, grounds and plant maintenance to include: lawn/turf areas, meadows, sedum roofs, drainage swales, the fence line, vines, trees, shrubs, beds and decorative landscaping structures including the reflection pool and gravel/rock beds/rock walls.

L2.2.2. FACTOR 2 - ORGANIZATION, STAFFING, KEY PERSONNEL & SUBCONTRACTOR MANAGEMENT

The Offeror shall provide an executive summary which addresses the manner in which it will organize and manage the staff resources it will assign to undertake tasks performed under this contract providing key management functions and managerial authority, including an organizational diagram. The Offeror shall include whether or not it plans to use subcontractors, include the names of subcontractors it proposes to use, and identify by discipline the services it anticipates it will subcontract.

In addition to the summary, the proposal shall specifically address, at a minimum, each of the following performance requirements:

1. Subfactor 1 - Project Organization and Staffing Plan: The Offeror shall provide an organizational chart and staffing plan showing job titles, number of personnel, work days and hours, as well as absenteeism coverage.

   The Offeror shall provide a crosswalk as part of its staffing plan submission. The crosswalk shall detail how the Offeror's staffing plan meets the Government's position requirements in Section H. The crosswalk shall include if the requirements in Section H are met by a position in the CBA, the SCA Wage determination or an Offeror's unique labor category. If proposing to use an Offeror's unique labor category, the Offeror shall include the position description which demonstrates how it meets the Government's requirements. The Offeror shall initiate the conformance process after contract award for all of its unique labor categories. (For example, if the Offeror has a unique position titled "Elevator Technician" and it meets the requirements in Section H.15.4.5, then the Offeror shall detail such in its crosswalk.) See the conformance process instructions included in the SCA wage determination.

   A crosswalk is required for all positions listed in H.15.4 that the Offeror will staff as part of its prime contract staff solution. For instance, if the Offeror chooses not to staff a position in Section H as prime contractor staff (J.22), then the Offeror shall not provide a crosswalk for that position.

   The below table is an example of a crosswalk.

Section H Position Requirement	**SCA Name and Occupation Code**	**CBA Name**	**Offeror's Position Name**	**Job Description if using an Offeror Position**
Enter Section H Requirement	Enter None if no SCA position description fits Section H requirements. Enter Yes and SCA Name & Occupation Code if SCA position meets Section H requirements.	Enter None if no CBA position description fits Section H requirements. Enter Yes and CBA Name if CBA position meets Section H requirements.	Enter labor category name if an Offeror's unique labor category meets the Section H requirement. **Note: The Conformance Process is required if an Offeror's Position is used for positions in H.15.4.**	Offeror fills in this block with its position description.
H.15.4.5 Elevator Repairer	None	None	Elevator Technician	The individual proposed is a certified elevator technician (CET) by the National Association of Elevator Contractors (NAEC) and is licensed as a Certified Elevator Mechanic by the Commonwealth of VA.
H.15.4.9 General Maintenance Worker	None	Yes, General Maintenance Worker	None	None
H.15.4.16 Plumber, Maintenance	Plumber, Maintenance & 23810	None	None	None

2. Subfactor 2 - Key Personnel Resumes: The Offeror shall provide resumes for the Project Manager and Chief Engineer that will be assigned to this project. The resumes shall demonstrate the proposed staff experience and qualifications meet or exceed those identified in Section H.15.3. A signed letter of commitment must be included with the Offeror's technical response to the RFP from the proposed Project Manager and Chief Engineer. In accordance with AOC52.211-1 the contractor shall attach the Key Personnel contract clause and the accompanying Approval of Substitute Personnel contract clause. The Key Personnel clause requires the accepted Key Personnel to remain on contract for the first 90 days, barring death, illness or termination of employment. The substitution clause requires advance approval of substitution of personnel prior.
3. Subfactor 3 - Subcontractor Management Plan: The Offeror shall provide a subcontractor management plan that includes detailed information on work to be subcontracted; procedures for monitoring and controlling the work; and effective subcontract management procedures and performance assurances.

L2.2.3. FACTOR 3 – REIMBURSABLE SERVICES – TECHNICAL APPROACH

The Offeror shall provide a narrative which discusses the processes it shall use in the implementation of the Reimbursable Services requirements of this project. The narrative shall include specific tasks and any other items the firm deems critical to its technical approach as it relates to each performance requirement. The technical approach shall demonstrate an understanding of the range of work and describe at a minimum the general processes the firm will use to accomplish the tasks identified in the scope of work including which tasks will be accomplished by subcontractors. The proposal shall address at a minimum each of the following performance requirements:

1. Subfactor 1 - Snow and Ice Removal (Section C.51): The Offeror shall explain how its team will perform snow removal to include: snow and ice removal for roads, parking areas, sidewalks and landings; surface treatments; and snow stockpiling.

2. Subfactor 2 –Projects/Reimbursable Work Efforts (Section C.53.3): The Offeror shall explain how its team will implement reimbursable project work to include consulting services; engineering studies; architect-engineer design services; commissioning; testing; construction or construction management; painting; equipment or system procurement, rental, repair, modification, alteration, replacement or disposal; and other reimbursable products or services.

L2.2.4. FACTOR 4 - CORPORATE RESOURCES/MANAGEMENT EXPERIENCE

1. Subfactor 1 - Similar Project Experience: The Offeror shall provide a narrative describing the experience and qualifications of the Offeror in managing and providing facilities management, maintenance and support services similar in scope, size, and complexity and involving tasks similar to those described in Section C of the RFP. The Offeror shall provide a listing of a minimum of three (3) but not more than six (6) past projects/contracts, where it has served as the prime contractor, during the last five (5) years. For each project/contract listed, provide the following:
    - contract number;
    - start date/completion date (dates - month/year);
    - project/contract description;
    - client agency/company;
    - technical point of contact;
    - current phone number and/or email address for point of contact;
    - amount of contract (award amount and final amount); and

- relevance of experience to this project.

Each of the narratives shall correspond to references provided for Factor 5 Past Performance.

2. Subfactor 2- Support Infrastructure: The offeror shall provide evidence of corporate level infrastructure to ensure successful project startup and operations to include: project oversight by corporate sponsor; human resources; contract management; and safety program.

L2.2.5. FACTOR 5 - PAST PERFORMANCE

Section J, Attachment 21, AOC PAST PERFORMANCE QUESTIONNAIRE shall be provided to each of the companies/agencies submitted by the Offeror in response to Evaluation Factor 5. The completed questionnaire shall be sent directly to the Contracting Officer as indicated on the questionnaire by the date and time established for receipt of offers in order to be considered in the evaluation process. A neutral rating will be applied for those projects/contracts for which a questionnaire is not received.

The Government reserves the right to use other sources for past performance.

L.3 INSTRUCTIONS FOR PREPARING THE PRICE PROPOSAL

The Price Proposal will be submitted with the required documents in the following order:

1. Introductory letter to include the following:
    a. Statement acknowledging the proposed prices for the base year reflect the pricing in the Collective Bargaining Agreement (Attachment J.23) per FAR 52.222-41.
    b. Any Pricing Assumptions or Exceptions.
2. The SF-33 "SOLICITATION, OFFER, AND AWARD" (with blocks 12 through 18 completed entirely)
3. SF-30 AMENDMENTS (if any) signed
4. Schedule B- Firm Fixed Price line items: 001, 002, 006, 010, 014 and 018. Note: The Offeror shall not complete the remaining line items- the reimbursable services, on Schedule B.
5. Completed PRICING SPREADSHEET (J.22)
6. Section K, REPRESENTATIONS AND CERTIFICATIONS; and
7. CERTIFICATE OF LIABILITY INSURANCE.

The Architect of the Capitol reserves the right to request from each Offeror information regarding the breakdown of all prices that are included in the total price, to include copies of all work sheets used in forming the proposed pricing.

Representations and certifications, with applicable information included in the spaces provided, shall be included as a part of the Price Proposal.

L.4. CONTROLLED UNCLASSIFIED INFORMATION AND LAW ENFORCEMENT SENSITIVE (CUI/LES)

Unless otherwise directed in writing, the Contractor shall consider all AOC drawings and electronic copies at a minimum to be Controlled Unclassified Information and Law Enforcement Sensitive (CUI/LES). The Contractor may transmit documents electronically using secure file transfer protocol (SFTP) or encrypted electronic mail only if the AOC's security specification is followed.

Section J Attachments marked //CONTROLLED// contain CUI/LES. To receive a copy of the Section J Attachments, Offerors shall send an email to troy.dorsey@aoc.gov and lily.najera@aoc.gov requesting access to the SFTP site. All contractors and individuals in receipt of CUI are bound by the handling and safeguarding procedures of AOC Order 42-4 Security of Controlled Unclassified Information (J Attachment J.31).

L.5 PROPOSAL DELIVERY INSTRUCTIONS

A site visit will be held at the Packard Campus on the day and time noted in the L.5.1 Proposal timeline table below. The site is located at 19053 Mt Pony Road, Culpeper, VA, 22701. In order to attend the site visit, the Offeror shall register with the Contracting Officer via email at troy.dorsey@aoc.gov and lily.najera@aoc.gov. There is a maximum of three (3) individuals per company. The information required to be submitted to the Contracting Officer shall be each individual's name and company. This information is due to the Contracting Officer no later than the day and time noted in the L.5.1 Proposal timeline table below. On the day of the site visit, individuals are to report to the Packard Campus, go through the security check-in, and wait in the lobby. The site visit will commence from there.

Questions regarding the solicitation are due in writing to the Contracting Officer, via email at troy.dorsey@aoc.gov and lily.najera@aoc.gov, no later than the day and time noted in the L.5.1 Proposal timeline table below. Questions received after this time may not be answered. Verbal questions will not be answered. This date and time supersedes the date and time listed in AOC52.215-2.

The Contractor's proposal shall be submitted in two separate volumes: Technical and Price. The proposals shall be submitted electronically, via email to troy.dorsey@aoc.gov and lily.najera@aoc.gov. File size is limited to 10 MB. Submissions exceeding 10 MB must be broken into separate files less than 10 MB each, labeled 1-of-n, and emailed separately. Electronic copies of proposals are due no later than the day and time noted in the L.5.1 Proposal timeline table below. Hard copy proposals mailed or dropped off at the AOC will not be accepted.

L.5.1 Proposal timeline

		Date:	Time:
Site-visit registration	No Later Than	Thursday June 11	4:00PM EDT
Site-visit	On	Monday June 15	10:00AM EDT
Requests for Information (RFI) submission	No Later Than	Monday June 22	4:00PM EDT
Proposal submission	No Later Than	Tuesday July 21	2:00PM EDT

END OF SECTION L